

**INSTRUCTIONS FOR COMPLETION OF ELECTRONIC HONOURS CITATION FORM**  
**DETAILED GUIDE**

The citation must be no longer than one side, including the address. If the rest of the form is kept to one line (other than giving the short citation box two lines) this gives 20 lines of space for the long citation.

Please leave fields blank if they are not applicable. (Do NOT put N/A or NONE etc)

**Dept:** If not already set, use drop down menus to select BIS or GO-Science (Mandatory).

**Surname:** Use BLOCK capitals. (Mandatory)

**Forename(s):** Use BLOCK capitals. Do not use nicknames or shortened versions of the name. (Mandatory)

**Title:** Insert Mr / Mrs / Ms / Miss / Professor / Dr etc. If you do not know which title a female candidate uses, leave the box blank. Use Title case i.e. the first letter to be a capital followed by lower case letters

**Post Noms: (Post Nominals i.e. letters after the name)** List only the following post nominal letters – JP, QC, DL, FRS, FBA and existing honours. Do not include academic qualifications.

**Preferred Name:** Only use if the preferred name is different from the FIRST Forename. Do not use nicknames. Use BLOCK letters.

**AKA:** (Also Known As) Use only if the candidate has a household stage name – e.g. Sting.

**Voluntary:** Cross the box if the candidate undertakes any voluntary work that is mentioned in the long citation e.g. a school governor.

**Public:** Cross the box if the case has originated with a member of the public (i.e. there is a Cabinet Office public nomination form on file and has been sent to the Department from the Nominations Unit) or is an unsolicited nomination from a member of the public. N.B. This does not include nominations received as a result of the trawl of our external partners at the beginning of each honours round.

**Gender:** Choose either Male or Female. (Mandatory)

**Nationality:** Insert nationality (usually British – use Title case), including British and Dual Nationals where appropriate. If it is thought a candidate is not British, this should be verified as thoroughly as possible before nominating. (Mandatory)

**Foreign:** Check the box for non UK citizens, but not for Dual Nationals. (*Connected to Nationality question.*)

**Nominee's Origin:** Choose the appropriate ethnic origin of the candidate from the drop-down menu – s near as possible from your knowledge of the nominee. Please try not to leave as “Not Known” unless this really is the case.

**Nominator's Origin:** Choose the appropriate ethnic origin of the nominator from the drop down menu. For public nominations on the revised forms this information is requested. For non public nominations, this should be the ethnic origin of the person who suggested the candidate at the beginning of the process.

**List** If not already set, use the drop down menu for the appropriate round. (Mandatory)

**Award:** Enter the level of award for which the candidate is to be considered. (Mandatory)  
Please note that KBE is not used by us; if nominating a knight, this should be **Kt.**

**BEM (British Empire Medal)** has now been added to the drop-down list.

The vast majority of BEMs will be awarded to people working in the UK at local level, particularly those who can be seen to be helping to build the Big Society. It is expected that a larger proportion of younger people to be recipients of the BEM, as compared with the majority of those receiving awards in the remainder of the List. Citations for BEM candidates are likely to be shorter in length than citations for an MBE and higher awards; a citation of around a half a page would be acceptable. All citations for the BEM will then be considered by the existing honours committees. BEMs will be presented locally by Lords-Lieutenant; they will not be awarded at Investitures at the Palace. However, it is hoped that those awarded the BEM will in future be invited to a Royal Garden Party.

**Rating:** Leave blank (will be completed by the Honours Team).

**Date of Birth:** Enter the day, month and year for all candidates, using DD/MM/YYYY format. Where this is a best guess, use 01/01/YYYY. (Mandatory)

**Approx DoB:** Check only if date of birth is a best guess i.e. the best guess 01/01/YYYY has been used. (Connected to Date of Birth Question)

**Age:** Age should be calculated at the publication date of the List i.e. the date of the Queen's Official Birthday and Trooping the Colour (i.e. second Saturday of June for the Birthday round or 31 December for the New Year round).

**Committee:** If not set already or not sure which is appropriate, leave as "Don't know" (will be completed by the Honours Team).

**Category:** If not set already or not sure which is appropriate, leave as "Don't know" (will be completed by the Honours Team).

**Length of Service:** Insert figure for total length of service in full years, rounding up or down as appropriate. (Mandatory)

**In Current Post:** Insert figure in full years, rounding up or down as appropriate. Mandatory when short citation includes a job title – which is in a majority of cases.

**In Grade:** For State servants only. Insert figure in full years, rounding up or down as appropriate. Mandatory

**Leaving Post:** Give date and reason for leaving post e.g. age retirement, end of contract, ill health, etc. Or leave blank if not applicable.

To note: A candidate is eligible for nomination as long as s/he will be within 12 months of retirement at the date of the publication of the honours list (i.e. mid June or 31 December).

**Prev (previous) Honours & Dates:** Insert award given and the List e.g. MBE NY99. Any refusals should be entered here. Leave blank if no award or refusal.

**Prev (previous) Recs (recommendations to Cabinet Office) & Dates:** Unless you know that the nominee has been recommended to Cabinet Office before, leave blank. Honours Team will complete as necessary.

**Short Citation:** This should indicate the main reason for the award with job title as well as name of NDPB / Agency if applicable e.g. **Vice Chancellor, University of ... For services to Higher Education**. Do not use block capitals or adjectives. If the nominee will have left their current post by the time the list is published (connected to *Leaving Post* question) insert "Lately" at the start of the phrase. Max 250 characters. (Mandatory)

**LONG CITATION:** Limited to 3000 characters. (Mandatory)

**DO NOT** include quotation marks, italics, underlined or bold text – or put in paragraph breaks (the text should remain at 1.5 spacing). Published material, performances and names of ships etc. should be written in title case (e.g. Wind in the Willows).

Include objective data to back up any assertions made e.g. prizes awarded, numbers of publications, etc.

As well as facts, it is also important to bring out the character of the individual rather than becoming arid recitations of data

Use short unambiguous sentences

Only use the nominee's name once; "he" or "she" is acceptable after that and will save space

Concentrate on the current claims of the nominee; then follow the nominee's contribution chronologically as far as possible. Do not include the nominee's education and early career unless it is relevant to the current claims

Do not just list posts held without an indication of the nominee's contribution to them. Highlight the nominee's personal contribution referring to substantial achievements wherever possible

Include dates where possible

Unless they are universally known (e.g. BBC) spell out in full the names of the organisations the first time they are used followed by the abbreviations in brackets i.e. National Training Organisation (NTO). If used again in the citation the initials can be used.

Do not use capital letters unless names of organisations or grammatically necessary

Avoid unsubstantiated comment on performance or other “padding”

If the citation is for someone who already has an honour, the evidence should concentrate on achievements *since* the previous award.

**Voluntary and Charitable Services: (in use for first time in BD2012 round)**

The Prime Minister, in line with previous Prime Ministers, has requested that individuals who are considered for an honour should be performing over and above the paid job **or** have given back to their communities, carried out voluntary work, have been local heroes **or** have contributed to the Big Society.

The Honours Selection Committee members are mindful of the criteria and have suggested at various meetings that they would find it helpful if the citation when drafted could highlight the wider contribution **and / or** voluntary charitable contribution in such a way to be easily identified when reading the text.

Clearly there can be no standard format for this as each citation will be different. If the individual concerned is being recommended purely for voluntary work in the community then the whole citation will reflect this. But if a CEO of a large business or headteacher, scientist, civil servant etc is being recommended then the committee members would like to see the wider and or voluntary contribution identified under the separate heading towards the end of the citation, rather than mentioned in the midst of the paid work.

**Support from other Depts:** Insert any OGDs or Lords Lieutenant who have already given their support to the nomination.

**Home addresses:**

Cabinet Office will not write to an office or business address when offering an honour to a selected candidate. While it may be difficult to obtain home addresses, please try every means you can to do so. As a last resort, a business address can be inserted as a *temporary measure*. Do not leave the whole section blank.

Do not use block capitals; spread the address across the boxes as seems appropriate.

**Building:** Name of building (can be left blank)

**No. & Street:** Street and number (usually completed, but can be left blank)

**Village:** Village or third line of the address if required (can be left blank)

**Town:** Town or City (but not if last part of the address e.g. not London, Greater Manchester, Bristol; etc)

**County:** Must be completed. Put county or last part of the address (excluding postcode) even if, strictly speaking, this is not a county name e.g. (London). Please use full county name (e.g. Hertfordshire rather than Herts.)

**Postcode:** Must be completed. Full postcode

**Country:** Only for candidates living abroad; otherwise leave blank.

**Telephone:** Telephone number – can be work, home (indicate which) or mobile. Must be completed.

**Secure Address:** Fill in the box if candidate’s address needs protection (usually we have no reason to cross this box). Otherwise leave blank.

**Proposer & Date:** Insert the name of the person making the nomination and the date it is agreed

**Contact Details:** Name of the Organisation/Group making the nomination, with a contact e-mail address.

**COMMENTS (Ceremonial Secretariat only):** Leave blank

Save document as: “Level of award (e.g. OBE) SURNAME (in capitals) Forename (Title case)”

If the nominee uses their middle name rather than their first Forename, save as “Level of award SURNAME (First forename) Forename used”